



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

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June 04, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
TO IMPLEMENT THE FISCAL YEAR 2013-2014 RECOMMENDED BUDGET  
AND CLASSIFICATION STUDY RECOMMENDATIONS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the County Classification Plan and departmental staffing provisions by adding a new classification, by deleting classifications, by adding two new budget units, by implementing classification actions countywide in conjunction with the Fiscal Year (FY) 2013-2014 Recommended Budget as recommended by the Chief Executive Office, and by reclassifying positions in a County department.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one classification in the Department of Health Services (DHS), to delete eight non-represented classifications, to add budget units in the Departments of Fire and Health Services, to update the departmental provisions to reflect positions allocated, deleted and transferred in the FY 2013-2014 Recommended Budget, and to implement the results of classification studies in the Department of Public Works (DPW).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The majority of actions recommended in this letter are budget related, and were approved - in concept - by the Board of Supervisors (Board) as part of the FY 2013-2014 Recommended Budget on April 16, 2013. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions. This

letter implements these specific changes to the departmental staffing provisions to be effective July 1, 2013.

The Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2013-2014 Recommended Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

The Board has also requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

#### New Classification

We are recommending the new classification of Nuclear Medicine Technologist, Special Procedures (Attachment A). This new classification is being created to perform specialized nuclear medicine diagnostic studies using the latest available technology, which requires dual State certifications in order to perform the work.

#### Deleted Classifications

We are recommending the deletion of two represented classifications and eight non-represented classifications (Attachment A). The departments that historically used these classes and the Employee Relations Commission (where applicable) have approved the deletion of these vacant classes. In addition, any compensation provisions identified with the classes will be amended accordingly. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### New Budget Units

In conjunction with the FY 2013-2014 Recommended Budget, new budget units were created in the Departments of Fire and Health Services to include new and transferred ordinance positions.

As part of a reorganization in the Fire Department, we have amended the staffing provision to reflect the new budget unit (6.76.017 – Leadership and Professional Standards – Positions).

In addition, the Board approved the creation of the Electronic Health Record Information System in DHS, on January 22, 2013, for monitoring and tracking purposes. Accordingly, we have amended

the DHS staffing provision to reflect this new budget unit (Section 6.78.080 – Electronic Health Record Information System – Positions).

### Reclassifications

Based upon individual position studies, we recommend that two positions in DPW be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

### **FISCAL IMPACT/FINANCING**

The cost of and financing for the new positions allocated in the budget have been included in the FY 2013-2014 Recommended Budget. The projected budgeted cost for the two budgeted positions in DPW that will be reclassified is estimated to total \$11,819 (all funds) and there is no estimated net County cost. The cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for DPW. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons to be employed from time to time in the several offices and institutions of the County, and for their compensation and the times at which they shall be appointed." The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these recommendations will enable departments to effect personnel actions associated with the recently approved budget for FY 2013-2014 and various classification studies. Ultimately, this will enhance the quality of services provided to the public and the operational effectiveness of the departments.

The Honorable Board of Supervisors

6/4/2013

Page 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

AE:KP:ra

Enclosures

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A****CLASSIFICATION RECOMMENDED  
FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Horizons/ Options	5809	Nuclear Medicine Technologist, Special Procedures	NM 91B

**REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
4221	Chief, Industrial Waste Planning and Control
1266	Parking Meter Collector

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
4548	Administrative Deputy, Public Health
3574	Chief, Clinical Engineering, Medical Center
8704	Chief Vocational Services, Rancho
8866	Contracts Analyst, Beaches and Harbors
5449	Medical Director II, MD
5450	Medical Director II, MD (UC)
5452	Medical Director III, MD (UC)
1873	Personnel Officer, Medical Center

**ATTACHMENT B****RECOMMENDATIONS FOR POSITION RECLASSIFICATION****DEPARTMENT OF PUBLIC WORKS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
<b>Human Resources Division</b>		
1	Secretary II Item No. 2095A NMV 69H Represented	Secretary III Item No. 2096A NMV 71H Represented
<b>Fleet Logistics and Compliance Division</b>		
1	Senior Secretary II Item No. 2101A NM 77K Non-Represented	Senior Secretary IV Item No. 2103A NM 81K Non-Represented

In conjunction with a departmental reorganization, the positions noted above are being recommended for reclassification. The subject Secretary II position is assigned to the Human Resources Management Section 4, where it reports to an Administrative Services Manager III. Reclassification was recommended to maintain consistency of the level of secretarial support to the level of manager. Therefore, we recommend upward reclassification to Secretary III.

The subject Senior Secretary II position is assigned to the newly created Fleet Logistics and Compliance Division and provides full-time secretarial support to the Assistant Deputy Director, Public Works. Reclassification was recommended to maintain consistency of the level of secretarial support to the level of manager. Therefore, we recommend upward reclassification to Senior Secretary IV.